



12 Management Mistakes that put the County at Risk

Weber County Human Resources

Failing to involve HR as soon as possible when employee problems arise



Also, failing to have HR review significant employment actions before they are undertaken.

Over Evaluation on Performance Appraisals

- Inflated appraisals fail to realistically inform employees of their strengths and weaknesses.
- It will be difficult to explain, should you need to terminate the employee later on.



Failing to document first incident

- Be thorough
- Do it immediately



Failing to follow policies or administering them inconsistently

- Inconsistent treatment makes employees angry
- County is vulnerable to legal action



Making swift decisions and neglecting to explain the motives for an employment action

- Employees are more likely to become angry if they don't understand why a decision is being made



Failing to act immediately to correct employee problems

- Small problems are much easier to solve than large ones
- Employee problems rarely fix themselves
- Problems, if not corrected, are more likely to escalate



Requiring employees to work “off the clock”

- Failing to pay for time worked
- Failing to pay for required overtime & comp time as required by the Federal Fair Labor Standards Act.



Treating “like situated” employees differently

- This practice can alienate employees
 - Decrease trust
 - Make you extremely vulnerable to discrimination charges



Making offhand comments concerning employees or applicants

- Regarding gender, age, race color and national origin, disability or health
- *Jokes or side conversations concerning these matters can provide credence to charges of discrimination*



Retaliating against an employee

- For using FMLA leave
- Requesting ADAA or Religious Accommodation
- Filing a Worker's Compensation Claim
- Making a complaint



Asking illegal questions during an interview



Discouraging employees

- From reporting discrimination or harassment claims, and
- Possible unethical or illegal activity (Don't make waves)

